

**NNM09256062Q**

CONTRACT/RFP

EXHIBIT NUMBER

**J-2**

ATTACHMENT NUMBER

**Fabrication and Implementation of the Redesigned  
Combustion Burner, Nozzle throat, Secondary Air  
Mixing Chamber and Test Section**

PROJECT/SYSTEM

***DATA PROCUREMENT DOCUMENT***

**Contractor**

CONTRACTOR

**February 10, 2009**

DATE

National Aeronautics and  
Space Administration

National Aeronautics and Space Administration					DATA PROCUREMENT DOC.							
<b>DOCUMENT CHANGE LOG</b>					NO.                      ISSUE							
					1289                      Draft							
INCORPORATED REVISIONS OUTSTANDING REVISIONS					AS OF: 02-10-09		SUPERSEDING:		PAGE:			
AUTHORITY (DPD Revision)		PORTION AFFECTED - PAGE NO./NO.			REMARKS							
		INTRO	SGR	DRL	DRD							

## 1.0 INTRODUCTION

- 1.1 Scope: Subject to the Rights in Data clause, this Data Procurement Document (DPD) sets forth the data requirements in each Data Requirements Description (DRD) and shall govern that data required by the DPD for the contract. The contractor shall furnish data defined by the DRD's listed on the Data Requirements List (DRL) by category of data, attached hereto, and made a part of this DPD. Such data shall be prepared, maintained, and delivered to NASA in accordance with the requirements set forth within this DPD. In cases where data requirements are covered by a Federal Acquisition Regulation (FAR) or NASA FAR Supplement (NFS) clause, that clause shall take precedence over the DPD, consistent with clause FAR 52.215-8.

## 1.2 Data Requirements Descriptions (DRD's)

- 1.2.1 Each data requirement listed on the DRL is given complete definition by a DRD. The DRD prescribes content, format, maintenance instructions, and submittal requirements.
- 1.2.2 For the purpose of classification and control, DRD's of this DPD are grouped into the following broad functional data categories:

<u>CATEGORY SYMBOL</u>	<u>DESCRIPTION</u>
MA	Management
SA	Safety

- 1.2.3 The symbols representing these data categories form part of the prefix of the DRD identification number. The first numerical characters reflect the DPD number.

- 1.3 Data Types for Contractual Efforts: The types of data and their contractually applicable requirements for approval and delivery are:

<u>TYPE</u>	<u>DESCRIPTION</u>
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- 1\* All issues and interim changes to those issues require written approval from the requiring organization before formal release for use or implementation.
- 2\* NASA reserves a time-limited right to disapprove in writing any issues and interim changes to those issues. The contractor shall submit the required data to NASA for review not less than 45 calendar days\*\* prior to its release for use. The contractor shall clearly identify the release target date in the "submitted for review" transmittal\*\*\*. If the data is unacceptable, NASA will notify the contractor within 45 calendar days\*\* from the date of submission, regardless of the intended release date\*\*\*. The contractor shall resubmit the information for reevaluation if disapproved. The submittal is considered approved if the contractor does not receive disapproval or an extension request from NASA within 45 calendar days\*\*.
- 3 These data shall be delivered by the contractor as required by the contract and do not require NASA approval. However, to be a satisfactory delivery, the data shall satisfy all applicable contractual requirements and be submitted on time.
- \* Note: Type 1 and Type 2 data may be placed under NASA configuration management control when designated by NASA. CM control requires the contractor to submit Type 1 and Type 2 data updates through Engineering Change Proposals (ECPs).
- \*\* Note: This time limit may be tailored for individual DRD's to meet the requirements of the procuring activity.
- \*\*\* Note: If the contractor does not identify a release target date or if the intended release date is shorter than 45 calendar days from the date of submission, the 45 calendar days review cycle stands (or the tailored Type 2 time limitation for the specific procurement).

## 2.0 STATEMENT OF GENERAL REQUIREMENTS

- 2.1 Applicable/Reference Documents: Documents included as applicable documents in this DPD are the issue specified in the Statement of Work, and form a part of the DPD to the extent specified herein. Applicable documents listed in Item 15.2 of a DRD are applicable only to the preparation of the deliverable documentation described by that DRD.

References to documents other than applicable documents in the data requirements of this DPD may sometimes be utilized, and shall be indicated in 13. Remarks of the DRD. These do not constitute a contractual obligation on the contractor. They are to be used only as a possible example or to provide related information to assist the contractor in developing a response to that particular data requirement.

## 2.2 Data Distribution, Format, Data Restriction Marking, and Transmittal

- 2.2.1 Distribution: Distribution of required documentation shall be in quantities determined by the Contracting Officer. Recipient names and email (if applicable) addresses shall be noted on a separate distribution list to be furnished by the Contracting Officer. The Contracting Officer's letter may include other information pertinent to delivery of data, as required.

### 2.2.2 Format

- 2.2.2.1 Electronic Format: Electronic submission of data deliverables is preferred. Electronic deliverables shall be printable. Data deliverables shall be delivered to NASA in the format specified below unless a specific format is required by a DRD. Data submittals shall consist of a single Adobe Acrobat PDF file and the native format electronic file(s). The preferred native formats include Microsoft Word, Excel, PowerPoint or CAD drawing plot file, as appropriate. Where a single native format file is not possible, multiple files may be integrated into a single ZIP file for submission. The organization of the contents of the integrated ZIP file shall be made readily apparent to the reader, and each file within the integrated product shall be clearly identifiable and traceable within the organization of the integrated product. If files are fragmented, file names shall be labeled logically and contiguously, and the files shall be easily reassembled or merged (e.g. 1 filename, 2 filename, 2a filename, etc.). The software versions shall be confirmed prior to submittals.

- 2.2.2.2 Hardcopy Format: In addition to the electronic submittal, one hardcopy package of specific data deliverables shall be delivered to the NASA Contracting Officer for the Government contract file. This requirement is indicated in Item 15.4, Format of each DRD. The hardcopy package shall consist of the contractor's Transmittal Memo and one copy of the data deliverable.

### 2.2.3 Data Restriction Marking

- 2.2.3.1 Data Restriction Determination and Marking Requirements: The contractor shall determine the data restriction that applies to each data deliverable and mark the data restriction on the data coversheet, or indicate the data restriction in the data transmittal package if the data format precludes identification of data restriction directly in the data. The contractor shall make a determination for each individual data deliverable item, and shall not apply a default or blanket data restriction marking to all data deliverables (e.g., "data may be export restricted"). If NASA does not agree with the contractor applied data restriction, the NASA Contracting Officer shall return the data to the contractor, cancel the markings, or ignore the markings consistent with the procedures set forth in the "data rights" clause(s) contained in the contract.

### 2.2.4 Transmittal

- 2.2.4.1 Data shall be transmitted to NASA email, CD or DVD, hardcopy, or other mechanism agreed to by the Contracting Officer, COTR, and Project representatives who are responsible to receive, index, and store the data deliverables.
- 2.2.4.2 If email is used to transmit data deliverables, the email size shall be 10 Megabytes or less to ensure receipt by the NASA email servers. Encrypted email format shall be used to transmit data which has been judged

sensitive by the contractor (e.g., export controlled, limited rights data, SBIR, restricted computer software, copyrighted, etc.).

- 2.2.5 Electronic data deliverables should be transmitted directly to the MSFC Repository through the Digital Asset Manager web interface. Instructions for electronic data submittals can be found at [http://cio.msfc.nasa.gov/repository/repository\\_submittal.html](http://cio.msfc.nasa.gov/repository/repository_submittal.html). Document submitters must register for a Documentum user account through the [NASA Account Management System](#) (NAMS). Computer-Aided Design (CAD) drawings shall be submitted in the original native vector, Hewlett-Packard Graphic Language (HPGL), and raster image formats.
- 2.3 Printing: All printing, duplicating, or binding shall be in accordance with NFS 1852.208-81, Restrictions on Printing and Duplicating.
- 2.4 Contractor's Internal Documents: The contractor's internal documents shall be used to meet the data requirements of this DPD unless a specific format is required by the applicable DRD.
- 2.5 Document Identification: Type 1 and 2 documents published by the contractor and submitted in response to the data requirements of this DPD shall be identified within an organized identification numbering system prescribed to NASA by the contractor and, if applicable, as approved by NASA. For all data types, the document number, change legend, date, and title constitute the minimum identification of the specific document and shall appear on the cover and title page. The contract number shall also appear on the cover and title page as separate markings. The originator and organization shall be included on the title page. The document number, change legend, and date shall appear on each page of the document. In the front matter of each document, identify the DPD number and applicable DRD number(s) required for document preparation. Successive issues or revisions of documents shall be identified in the same manner as the basic issue and shall have appropriate change identification. Drawings and ECP's are excluded from the marking provisions of this paragraph. All Type 1 documentation, excluding configuration management requirements, shall be marked "PRELIMINARY PENDING NASA APPROVAL," and once approved shall be reissued with "APPROVED BY NASA" and the date and approval authority annotated on the cover.
- 2.6 Reference to Other Documents and Data Deliverables in Data Submittals: All referenced documents shall be made readily available to the cognizant NASA organization upon request. The contractor should make sure that the references are available to NASA in a manner which does not incur delays in the use of the response document. Reference may be made, within one data submittal, to other data submittals delivered in response to this DPD in those cases where the data required by one DRD may have been delivered by the contractor in response to another DRD. The reference to previously-submitted data shall include the applicable DRD number, data submittal version date, and location within the referenced document.
- 3.0 DPD MAINTENANCE PROCEDURES
- 3.1 NASA-Initiated Change: New and/or revised data requirements shall be incorporated by contract modification to which the new or revised portion of the DPD shall be appended. The contractor shall notify the Contracting Officer in the event a deliverable data requirement is imposed and is not covered by a DRD, or when a DRD is changed by a contract modification and for which no revision to DPD is appended. In such cases, the contractor shall submit the requested changes to NASA for approval. See paragraph 3.3.1 for change procedures.
- 3.2 Contractor-Initiated Change: Contractor-proposed data requirements or proposed changes to existing requirements shall be submitted to NASA for approval.
- 3.3 DPD Change Procedures
- 3.3.1 Changes to a contractual issue of this DPD shall be identified by NASA on the Document Change Log.
- 3.3.2 The date of the DPD shall be entered under the "as of" block of the Document Change Log. The date that was in the "as of" block shall be entered in the "Superseding" block.

- 3.3.3 The Document Change Log entitled "Incorporated Revisions" shall be changed to indicate the modification number, portions affected, and remarks. All changes to the DPD/DRDs shall be identified in the "Remarks" column.
- 3.4 DPD Reissues
- 3.4.1 The DPD shall be reissued by NASA for each contract modification that affects the DPD and shall supersede the existing DPD in its entirety. Reissues shall be issued by contractual direction. The issue symbol, which shall commence with "A" and progress through "Z," shall be entered in the DPD identification block of each DRD page of the DPD.

**Fabrication and Implementation of the Redesigned Combustion Burner, Nozzle throat,  
Secondary Air Mixing Chamber and Test Section**

**Data Requirements List**

<u>DRD</u>	<u>DATA TYPE</u>	<u>TITLE</u>	<u>OPR</u>
MA – Management			
1289MA-001	3	Badged Employee and Remote IT User Listing	AS50
1289MA-002	3	Contractor Employee Clearance Document	AS50
1289MA-003	3	Quarterly Progress Reports	ET60
1289MA-004	3	Position Risk Designation for Non-NASA Employee	AS50
SA – Safety			
1289SA-001	2	Safety, Health, and Environmental (SHE) Work Agreement	AS10/QD12
1289SA-002	3	Mishap and Safety Statistics Reports	QD12

## DATA REQUIREMENTS DESCRIPTION (DRD)

1. **DPD NO.:** 1289                      **ISSUE:** Draft
2. **DRD NO.:** **1289MA-001**
3. **DATA TYPE:** 3
4. **DATE REVISED:**
5. **PAGE:** 1/1
6. **TITLE:** Badged Employee and Remote IT User Listing
7. **DESCRIPTION/USE:** To assist NASA in conducting contractor floor checks and to determine if the employees meet the minimum background investigation requirements.
8. **OPR:** AS50                      9. **DM:** ET60
10. **DISTRIBUTION:** Per Contracting Officer's letter. One copy each shall go to MSFC's Protective Services Office and Facilities Planning and Business Management Office.
11. **INITIAL SUBMISSION:** No later than 10 working days after Authority to Proceed (ATP)
12. **SUBMISSION FREQUENCY:** Formal update quarterly and all submissions will be encrypted via email or on CDs as personnel changes occur to distribution. If deemed necessary by the Contracting Officer, the contractor shall submit the list at times other than stated.
13. **REMARKS:** Reference is made to Federal Acquisition Regulation (FAR) Clause, FAR 52.215-2, *Audit and Records--Negotiations* (June 1999), NPR 1600.1, *NASA Security Program Procedural Requirements*.
14. **INTERRELATIONSHIP:** SOW paragraph 4.0
15. **DATA PREPARATION INFORMATION:**
- 15.1 **SCOPE:** The Badged Employee and Remote IT User Listing provides NASA with a list of all MSFC badged contractor employees, as well as, any contractor remote IT users who will have access to the MSFC IT system.
- 15.2 **APPLICABLE DOCUMENTS:** None
- 15.3 **CONTENTS:** The Badged Employee and Remote IT User Listing shall contain the data identified in Attachment A.
- 15.4 **FORMAT:** Contractor format shall be submitted via Attachment A.
- 15.5 **MAINTENANCE:** None required



**ATTACHMENT A****COMPANY NAME:****CONTRACT NUMBER:****CONTRACT EXPIRATION DATE:****COMPANY POINT OF CONTACT:****PHONE NUMBER:****EMAIL ADDRESS:****NASA PROJECT MANAGER (SPONSOR) OR COTR:****ORGANIZATION CODE:****PHONE:****EMAIL:**

<b>LAST NAME</b>	<b>FIRST NAME (Given Name at Birth)</b>	<b>MIDDLE NAME (Given Name at Birth)</b>	<b>SOCIAL SECURITY NUMBER (Last 4 Digits Only)</b>	<b>DATE OF BIRTH</b>	<b>PLACE OF BIRTH (City, State)</b>	<b>DUTY POSITION</b>	<b>DUTY LOCATION (Bldg/Room)</b>	<b>SHIFT ASSIGNMENT</b>	<b>SUPERVISOR'S NAME</b>

## DATA REQUIREMENTS DESCRIPTION (DRD)

- |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                                                                                        |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------|
| 1. <b>DPD NO.:</b> 1289 <b>ISSUE:</b> Draft<br>3. <b>DATA TYPE:</b> 3<br><br>6. <b>TITLE:</b> Contractor Employee Clearance Document<br><br>7. <b>DESCRIPTION/USE:</b> To ensure that badged contractor employees who no longer require Center access properly clear all accounts when the access is no longer needed.<br><br>8. <b>OPR:</b> AS50                      9. <b>DM:</b> ET60<br><br>10. <b>DISTRIBUTION:</b> Per Contracting Officer's letter<br><br>11. <b>INITIAL SUBMISSION:</b> Immediately when the access is no longer needed<br><br>12. <b>SUBMISSION FREQUENCY:</b> As required<br><br>13. <b>REMARKS:</b><br><br>14. <b>INTERRELATIONSHIP:</b> SOW paragraph 4.0<br><br>15. <b>DATA PREPARATION INFORMATION:</b><br>15.1 <b>SCOPE:</b> The Contractor Employee Clearance Document provides verification that all badged employees have properly cleared all accounts when the access is no longer needed.<br><br>15.2 <b><u>APPLICABLE DOCUMENTS:</u></b> None<br><br>15.3 <b><u>CONTENTS:</u></b> The Contractor Employee Clearance Document shall contain all the information required by MSFC Form 383-1.<br><br>15.4 <b><u>FORMAT:</u></b> MSFC Form 383-1, "Contractor Employee Clearance Document".<br><br>15.5 <b><u>MAINTENANCE:</u></b> None required | 2. <b>DRD NO.:</b> <b>1289MA-002</b><br>4. <b>DATE REVISED:</b><br>5. <b>PAGE:</b> 1/1 |
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## DATA REQUIREMENTS DESCRIPTION (DRD)

1. **DPD NO.:** 1289                      **ISSUE:** Draft
2. **DRD NO.:** **1289MA-003**
3. **DATA TYPE:** 3
4. **DATE REVISED:**
5. **PAGE:** 1/1
6. **TITLE:** Quarterly Progress Report
7. **DESCRIPTION/USE:** To provide visibility to contractor and MSFC project management of actual and potential problems and progress toward meeting the cost, technical and schedule requirements.
8. **OPR:** CS40                      9. **DM:** ET60
10. **DISTRIBUTION:** Per Contracting Officer's letter
11. **INITIAL SUBMISSION:** 15 days following the end of the first contract quarter after Authority to Proceed (ATP), unless otherwise specified by the Contracting Officer
12. **SUBMISSION FREQUENCY:** Quarterly - 15 days following the end of each quarter
13. **REMARKS:**
14. **INTERRELATIONSHIP:** SOW paragraph 4.0
15. **DATA PREPARATION INFORMATION:**
- 15.1 **SCOPE:** The Quarterly Progress Report provides data for the assessment of quarterly cost, technical and schedule progress.
- 15.2 **APPLICABLE DOCUMENTS:** None
- 15.3 **CONTENTS:** The Quarterly Progress Report shall contain the following:
  - a. Work accomplished for current reporting period, including a report of overall cost, technical and schedule performance.
  - b. Work planned for next reporting period.
  - c. Current problems which impede performance or impact program schedule or cost, and proposed corrective action.
  - d. Other information that assist the Government in evaluating the contractor's cost, technical and schedule performance, e.g., innovative processes and cost reduction initiatives.
- 15.4 **FORMAT:** Contractor format is acceptable.
- 15.5 **MAINTENANCE:** None required

## DATA REQUIREMENTS DESCRIPTION (DRD)

1. **DPD NO.:** 1289                      **ISSUE:** Draft
2. **DRD NO.:** **1289MA-004**
3. **DATA TYPE:** 3
4. **DATE REVISED:**
5. **PAGE:** 1/1
6. **TITLE:** Position Risk Designation for Non-NASA Employee
7. **DESCRIPTION/USE:** To ensure that contractor employees are screened to an appropriate risk determination in accordance with NPR 1600.1, *NASA Security Program Procedural Requirements*, Chapter 4.
8. **OPR:** AS50                      9. **DM:** ET60
10. **DISTRIBUTION:** Per Contracting Officer's letter. One copy shall go to MSFC Protective Services Office.
11. **INITIAL SUBMISSION:** No later than 10 working days after Authority to Proceed (ATP)
12. **SUBMISSION FREQUENCY:** Update as personnel or position changes occur
13. **REMARKS:**
14. **INTERRELATIONSHIP:** SOW paragraph 4.0
15. **DATA PREPARATION INFORMATION:**
- 15.1 **SCOPE:** The Position Risk Designation for Non-NASA Employee provides information necessary to determine the type of investigation required and how closely an individual is screened for a position.
- 15.2 **APPLICABLE DOCUMENTS:**  
NPR 1600.1                      *NASA Security Program Procedural Requirements*
- 15.3 **CONTENTS:** The Position Risk Designation for Non-NASA Employee shall contain all the information required by NASA Form 1760 in accordance with NPR 1600.1, *NASA Security Program Procedural Requirements*.
- 15.4 **FORMAT:** NASA Form 1760, "Position Risk Designation for Non-NASA Employee".
- 15.5 **MAINTENANCE:** None required

## DATA REQUIREMENTS DESCRIPTION (DRD)

1. **DPD NO.:** 1289                      **ISSUE:** Draft
2. **DRD NO.:** **1289SA-001**
3. **DATA TYPE:** 2
4. **DATE REVISED:**
5. **PAGE:** 1/1
6. **TITLE:** Safety, Health, and Environmental (SHE) Work Agreement
7. **DESCRIPTION/USE:** To provide the Government a signed work agreement confirming the contractor's commitment to comply with OSHA, EPA, Alabama Department of Environmental Management at MSFC, or Louisiana Department of Environmental Quality at Michoud Assembly Facility (MAF), and DOT regulations and to use MSFC MPR 8715.1 as the contractor's Safety, Health, and Environmental (SHE) program while performing the work associated with this contract, grant or cooperative agreement.
8. **OPR:** AS10/QD12                      9. **DM:** ET60
10. **DISTRIBUTION:** Per Contracting Officer's letter
11. **INITIAL SUBMISSION:** Ten days after Authority to Proceed (ATP)
12. **SUBMISSION FREQUENCY:** Update as required
13. **REMARKS:**
14. **INTERRELATIONSHIP:** DRD 1289SA-002, *Mishap and Safety Statistics Report*. SOW paragraph 4.0
15. **DATA PREPARATION INFORMATION:**
- 15.1 **SCOPE:** The Safety, Health, and Environmental (SHE) Work Agreement describes the contractor's method of implementing industrial safety, occupational health, and environmental standards over the duration of the contract, grant or cooperative agreement.
- 15.2 **APPLICABLE DOCUMENTS:**

MPR 8715.1	<i>Marshall Safety, Health and Environmental (SHE) Program</i>
MWI 8621.1	<i>Close Call and Mishap Reporting and Investigation Program</i>
- 15.3 **CONTENTS:** The Safety, Health and Environmental (SHE) Work Agreement shall document the contractor's commitment to comply with the requirements of MPR 8715.1, MWI 8621.1 and other MSFC SHE documents applicable to the jobs/tasks associated with contract, grant, or cooperative agreement. The Work Agreement shall include:
  - a. Company Name.
  - b. NASA Organization contractor is supporting.
  - c. Definition of compliance with the requirements of MPR 8715.1 (e.g. safety meetings, training, etc.).
  - d. Definition of compliance with the requirements of MWI 8621.1 (i.e. safety statistics, mishaps, close calls reporting).
  - e. Provide the person's Name and Title who will serve as the day-to-day SHE Point of Contact and is responsible for ensuring all work associated with this contract, grant or cooperative agreement complies with MPR 8715.1.
  - f. Obtain NASA Contracting Officer or official concurrence for implementing this work agreement.

A sample Work Agreement meeting all the requirements of this DRD is provided in Attachment A. Submission of a completed and signed version of the sample satisfies this requirement.
- 15.4 **FORMAT:** Contractor format is acceptable.
- 15.5 **MAINTENANCE:** Changes shall be complete reissue.

**Attachment A - Contractor work agreement****Company Name**

Safety, Health, and Environmental (SHE) Plan  
For

Contract No. \_\_\_\_\_

In support of

**NASA Organization**

Marshall Space Flight Center  
Huntsville, AL

While performing the work associated with this contract, grant or cooperative agreement (**Company Name**) is committed to and shall comply with the requirements of MPR 8715.1, "Marshall Safety, Health, and Environmental (SHE) Program" and all MSFC SHE documents applicable to this effort. We shall:

1. Support and participate in the MSFC SHE Program as a regular member of the MSFC organization being supported, (**MSFC Organization Name/Code**).
2. Require employees to attend (**MSFC Organization Name/Code**) monthly safety meetings and participate in their supervisor safety visits as requested.
3. Verify employees as a minimum, receive the following training: SHE 101 (SHE Program Awareness), or an equivalent safety training approved by the MSFC SHE Training Subcommittee, SHE 102 (SHE refresher) as applicable, and other MSFC required SHE training as determined by (MSFC Organization Name/Code) or SHE organization.
4. Assure each employee is made aware of their roles and responsibilities in the MSFC SHE Program, encourage each employee to participate in SHE employee committees and teams, and provide each employee a MSFC SHE Pocket Guide. (Contact the Industrial Safety Branch to obtain the SHE Pocket Guide.)
5. Submit safety statistics that include hours worked, personnel injuries or incidents or property damage to the MSFC Industrial Safety Branch/QD12 by the 10<sup>th</sup> of each month using MSFC Form 4371 or an equivalent electronic form providing the same information.
6. Report mishaps and close calls within 1 hour using the MSFC SHE Report system posted on the MSFC SHE Web Page under the pull-down menu "Mishaps, Questions & Concerns" with follow-up reports as required in accordance with Data Requirements Description (DRD) 1289SA-002 or MWI 8621.1, "Close Call and Mishap Reporting and Investigation Program."

(**NASA Contracting Officer or official**)  
Name/Title

\_\_\_\_\_  
Date

(**Responsible Persons Name**) is responsible for assuring compliance with this plan and will serve as our point of contact for coordination of SHE activities.

\_\_\_\_\_  
**Name/Title of Responsible Person**

\_\_\_\_\_  
Date

## DATA REQUIREMENTS DESCRIPTION (DRD)

- |                         |              |                                      |
|-------------------------|--------------|--------------------------------------|
| 1. <b>DPD NO.:</b> 1289 | ISSUE: Draft | 2. <b>DRD NO.:</b> <b>1289SA-002</b> |
| 3. <b>DATA TYPE:</b> 3  |              | 4. <b>DATE REVISED:</b>              |
|                         |              | 5. <b>PAGE:</b> 1/3                  |
6. **TITLE:** Mishap and Safety Statistics Reports
7. **DESCRIPTION/USE:** To provide reporting of metrics, mishaps, close calls, and serious non-occupational injuries or illnesses.
8. **OPR:** QD12                      9. **DM:** ET60
10. **DISTRIBUTION:** Per Contracting Officer's letter
11. **INITIAL SUBMISSION:**
- a. **Safety Statistics** for the previous month shall be submitted by the 10<sup>th</sup> of each month after contract award to the MSFC Industrial Safety Branch. Safety statistics for work performed at Michoud Assembly Facility (MAF) shall be submitted to the MSFC Safety and Mission Assurance (S&MA) representative located at MAF.
    1. Safety statistics shall be reported using MSFC Form 4371 or an equivalent electronic notification system.
    2. Safety statistics reports shall include: contract number, subcontractors, NAISC codes, number of employees, number of supervisors, hours worked, and number of injuries including days away from work and/or first-aid cases, number of incidents involving equipment or property damage, and number of supervisors and employees up-to-date with required MSFC Safety, Health, and Environmental (SHE) Training. (SHE training is only applicable to onsite contracts.)
  - b. **Initial reporting for Type A, Type B, and Type C that involves a lost time injury or illness, and any High-Visibility Close Calls** for **ALL** contractors working **onsite** shall be reported to MSFC Industrial Safety Branch as soon as possible after initiating emergency response, but **no later than 1 hour** of occurrence or awareness. For these types of mishaps the initial notification can be made by calling the Safety Hotline (256) 544-0046 then followed up within 24 hours with an entry into the NASA Incident Reporting Information System (IRIS) by the contractor designated IRIS representative. At MAF call (504) 257-2526.
  - c. **Initial reporting for Type C that does not involve a lost time injury or illness, Type D, and Low-Visibility Close Calls** for **ALL** contractors working **onsite** shall be reported to the MSFC Industrial Safety Branch as soon as possible after initiating emergency response, but **no later than 4 hours** of occurrence or awareness by:
    1. Direct input through the "SHE Report" located on the Safety, Health & Environmental (SHE) webpage located on "Inside Marshall." On the SHE webpage select the "Mishaps, Questions and Concerns" pull-down menu, then select "Report Mishaps/Close Calls/ Concerns." (At MSFC this is the preferred method of reporting), or
    2. Calling the Safety Hotline (256) 544-0046, [at MAF call (504) 257-2526] or
    3. Direct input into the NASA Incident Reporting Information System (IRIS) by the contractor designated IRIS representative. Access to IRIS database can be obtained from the MSFC S&MA IRIS administrator located in the MSFC Industrial Safety Branch after contract award.
  - d. **Initial reporting for Type A and B mishaps and High-Visibility Close Calls** for contractors working **offsite** shall be reported to MSFC Industrial Safety Branch as soon as possible after initiating emergency response, but **no later than 1 hour** of occurrence or awareness by calling the Safety Hotline (256) 544-0046 then followed up within 24 hours with an entry into the NASA Incident Reporting Information System (IRIS) by the contractor designated IRIS representative.
    1. If a contractor employee has any type mishap while visiting a MSFC controlled site, they shall report immediately to their site sponsor in addition to other reporting requirements.
  - e. **Initial reporting for Type C and D and Low-Visibility Close Calls** for contractors working **offsite** shall be reported via the Safety Statistics Report submitted monthly.

## DRD Continuation Sheet

**TITLE:** Mishap and Safety Statistics Reports

**DRD NO.:** 1289SA-002

**DATA TYPE:** 3

**PAGE:** 2/3

**11. INITIAL SUBMISSION (CONTINUED):**

- f. **Initial reports for all mishaps and Close Calls** shall provide as much information as possible, but at a minimum include the following: location and time of incident, number of fatalities, number hospitalized, type of damage, estimated cost, brief description, and contact person's name and phone number in accordance with MWI 8621.1 and NPR 8621.1.
- g. **Reporting of a non-work-related fatality or serious injury or illnesses that occur to contractor employee while working onsite shall be within 24 hours** of occurrence or awareness of injury by:
  - 1. Notifying the Contracting Officer and MSFC Industrial Safety Branch. (For contractors working offsite reporting of a non-work-related injury or illness notification is at the discretion of the family.)
- h. **Follow-up reporting for ALL contractors:**
  - 1. **Type A or B mishaps, Type C that involves a lost time injury or illness, or High-Visibility Close Calls:** Follow-up report **within 24 hours** after the initial notification through IRIS entry by the contractor designated IRIS representative, or electronic submittal to MSFC Industrial Safety Branch.
  - 2. **Type C that does not involve a lost time injury or illness, or D mishaps, or Low-Visibility Close Calls:** Follow-up report or update **within 6 days** after the initial notification through IRIS entry by the contractor designated IRIS representative, or electronic submittal to MSFC Industrial Safety Branch.
  - 3. **Type A, B, and Close Calls with High-Visibility Type A or B potential Investigation Mishap Board Report:** submitted after completion of investigation. Corrective Action Plan submitted upon Endorsing Official approval.
  - 4. **All Mishaps:** Follow-up Corrective Action Plan/Status 30 days after first mishap.
- i. **Safety Concerns, Hazards, and non-reportable mishaps** for contractors working **onsite** shall be reported per MPR 8715.1 and MWI 8715.13.
- j. Mishaps and Close Calls that occur at MAF shall be reported within the times specified in sections a thru g to the MSFC S&MA representative located at MAF by calling (504) 257-2526.
- k. Follow-up reporting for mishaps and Close Calls reported at MAF shall be reported within the times specified in section h to the MSFC S&MA representative located at MAF.

- 12. SUBMISSION FREQUENCY:** Safety Statistics (MSFC Form 4371, IRIS entry, or an equivalent electronic submittal) - By the 10<sup>th</sup> of each month to MSFC Industrial Safety Branch or for work performed at MAF to the MSFC S&MA representative located at MAF. All Mishaps: Monthly Follow-up Corrective Action Plan/Status until corrective actions implemented and closure received by updating record in IRIS data base (preferred) or electronic submittal to MSFC Industrial Safety Branch or for work performed at MAF to the MSFC S&MA representative located at MAF.

**13. REMARKS:**

- 14. INTERRELATIONSHIP:** DRD 1289SA-001, *Safety, Health, and Environmental (SHE) Work Agreement*. SOW paragraph 4.0

**15. DATA PREPARATION INFORMATION:**

- 15.1 SCOPE:** The Mishap and Safety Statistics Reports document all mishaps and close calls as required in NPR 8621.1.

**15.2 APPLICABLE DOCUMENTS:**

NPR 8621.1	<i>NASA Procedural Requirements for Mishap and Close Call Reporting, Investigating, and Recordkeeping</i>
MPR 8715.1	<i>MSFC Safety, Health, and Environmental (SHE) Program</i>
MWI 8621.1	<i>Close Call and Mishap Reporting and Investigation Program</i>
MWI 8715.13	<i>Safety Concerns Reporting System (SCRS)</i>

- 15.3 CONTENTS:** The Mishap and Safety Statistics Reports shall contain the information required by NPR 8621.1 and MWI 8621.1.



## DRD Continuation Sheet

**TITLE:** Mishap and Safety Statistics Reports

**DRD NO.:** 1289SA-002

**DATA TYPE:** 3

**PAGE:** 3/3

**15. DATA PREPARATION INFORMATION (CONTINUED):**

**15.4 FORMAT:** The following formats or electronic equivalent shall be submitted:

- a. MSFC Form 4371, "MSFC Contractor Accident and Safety Statistics" or an equivalent electronic notification system that provides all necessary information listed in a.2.
- b. Mishap Board Report using the format provided in NPR 8621.1.
- c. Additional Information Submittal per MWI 8621.1.

**15.5 MAINTENANCE:** None required

**15.6 DEFINITIONS:** NASA Mishap. An unplanned event that results in at least one of the following:

- a. Injury to non-NASA personnel, caused by NASA operations.
- b. Damage to public or private property (including foreign property), caused by NASA operations or NASA-funded development or research projects.
- c. Occupational injury or occupational illness to NASA personnel.
- d. NASA mission failure before the scheduled completion of the planned primary mission.
- e. Destruction of, or damage to, NASA property except for a malfunction or failure of component parts that are normally subject to fair wear and tear and have a fixed useful life that is less than the fixed useful life of the complete system or unit of equipment, provided that the following are true: 1) there was adequate preventative maintenance; and 2) the malfunction or failure was the only damage and the sole action is to replace or repair that component.

Close Call. An event in which there is no injury or only minor injury requiring first aid and/or no equipment/property damage or minor equipment/property damage (less than \$1000), but which possesses a potential to cause a mishap.

High Visibility (Mishaps or Close Calls). Those particular mishaps or close calls, regardless of the amount of property damage or personnel injury, that the Administrator, Chief/OSMA, CD, AA/OIA, or the Center SMA director judges to possess a high degree of programmatic impact or public, media, or political interest including, but not limited to, mishaps and close calls that impact flight hardware, flight software, or completion of critical mission milestones.

Type A Mishap. A mishap resulting in one or more of the following: (1) an occupational injury or illness resulting in a fatality, a permanent total disability, or the hospitalization for inpatient care of 3 or more people within 30 workdays of the mishap; (2) a total direct cost of mission failure and property damage of \$1 million or more; (3) a crewed aircraft hull loss; (4) an occurrence of an unexpected aircraft departure from controlled flight (except high performance jet/test aircraft such as F-15, F-16, F/A-18, T-38, OV-10, and T-34, when engaged in flight test activities).

Type B Mishap. A mishap that caused an occupational injury or illness that resulted in a permanent partial disability, the hospitalization for inpatient care of 1-2 people within 30 workdays of the mishap, or a total direct cost of mission failure and property damage of at least \$250,000 but less than \$1,000,000.

Type C Mishap. A mishap resulting in a nonfatal occupational injury or illness that caused any days away from work, restricted duty, or transfer to another job beyond the day or shift on which it occurred, or a total direct cost of mission failure and property damage of at least \$25,000 but less than \$250,000.

Type D Mishap. A mishap that caused any nonfatal OSHA recordable occupational injury and/or illness that does not meet the definition of a Type C mishap, or a total direct cost of mission failure and property damage of at least \$1,000 but less than \$25,000.

Offsite. Location or facility **not** owned or controlled by MSFC.

Onsite. Location or facility owned or controlled by MSFC.